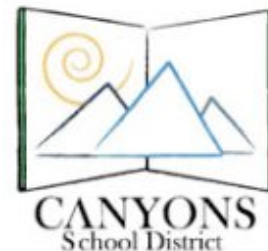




# Closing Packet



## ATTENTION ASSISTANTS!

*Here is the checklist in preparation for the closing of this school year. Please complete the tasks listed below and fill in the blank with the date you finish each one. When all tasks are completed, send a copy to your Media Technology Specialist and keep a copy for yourself. ~Thank You~*

*Spring 2010*

## CLOSING DATE

DATE	TASK
	1. Coordinate with the principal the closing time for the Library Media Center. We recommend that Friday, May 21 <sup>st</sup> be the date when all books are due. Plan with the teachers to see if they want a library story time the week of May 24 <sup>th</sup> through May 28 <sup>th</sup> .
	2. The week of May 17 <sup>th</sup> through May 21 <sup>st</sup> , distribute overdue notices to students and give the faculty a list of all items checked out.
	3. Starting the week of May 24 <sup>th</sup> send out notices daily to both students and teachers.
	4. Sign teachers' checkout papers according to principal's instructions.

## EQUIPMENT

DATE	TASK
	1. Make sure all circulating equipment is in a secured area.
	2. Contact the custodian or head secretary for any repair needs.

## MEDIA CENTER CLEANUP

DATE	TASK
	1. Remove and store bulletin board displays and mobiles according to principal and custodian's directions.
	2. Clean counters, tables, desks, and student computer stations. Secure items that need safeguarding during the summer.
	3. If you have discarded books that have not been picked up, call Stacey Banks in Purchasing (801-501-1068) to let her know how many boxes you have. Make sure you include the new form for weeded items that is on our WIKI at <a href="http://www.csdlibrary.wikispaces.com">www.csdlibrary.wikispaces.com</a> . You will need one form for each box. Call your Media Technology Specialist if you have questions.

## DATA CLEANUP

DATE	TASK
	<p>1. Print out a <i>Lost Books Report</i> by following this path:</p> <p>Reports -&gt; Library -&gt; Title and Copy List -&gt; Select by Title (Leave From and To boxes blank)  Click on pull-down menu -&gt; Select: "Show titles with lost copies." Then, "Run the Report"</p> <p>Check to see if any of the lost books are on your shelves and check them in.</p>
	2. Student Magazines: We keep student magazines for 3 years. (This does not include <i>Zoobooks</i> or <i>Kids Discover</i> ). This year, please discard magazines dated 2007 or before. If a magazine becomes tattered and worn before three year's time, discard it.
	3. Teacher Magazines: Discard teacher magazines dated 2005 or before. Once you have taken these magazines out of Destiny offer them to teachers and discard remainder.

## REQUESTS

DATE	TASK
	1. School supplies such as printer cartridges, paper, black binders, pencils, staplers, cardstock, book tape, batteries, AV bulbs, etc. should be ordered through your school secretary. Be sure you order a box of address labels (30 to a page) to print barcodes.
	2. Request any books from your Media Technology Specialist.

## OVERDUE LISTS

DATE	TASK
	1. Run an overdue report for each class.
	2. If a refund for a book has been given to a student: Using the receipt given by the main office, enter the refund into Destiny.
	3. Give the school secretary the overdue report for each class that is run the final day of school. Keep a copy for your records. If a parent returns a book to the main office during the summer, the school secretary will then have a record for payment and/or refund of money. Ask the school secretary to keep any library books until you return.

## LIBRARY CARDS

DATE	TASK
	1. If you are using library cards, collect them from each teacher's class and make a note of the missing cards for fines (\$1.00 suggested price per card). Notify the teacher of missing or damaged cards.
	2. Alphabetize the blue library cards within each grade level by the student's last name.

## SUMMARY

DATE	TASK
	1. Send a copy of the completed <i>Closing Packet</i> to your Media Technology Specialist.
	2. Give new book requests to your Media Technology Specialist.

**IMPORTANT NOTE:** *Shut down your computers and make sure all monitors and printers are turned off for the summer!*

Thanks to all of you for improving the lives of Canyons School District children and for a great first year. Have a fun, relaxing, totally splendid summer!